STATE OF INDIANA COUNTY OF DELAWARE

PETIT JURY SUMMONS

You are hereby ordered to appear before the Judge of the **Delaware Circuit Court#1** on **Wednesday, January 18, 2012**, at **8:00 AM**, located in the Delaware County Justice Center, 100 W Washington Street, Muncie, Indiana.

JURY SUMMONS

TO: «JurorNumber» «FirstName» «LastName» «Suffix» «AddressLine1»

«City», IN «Zip»

Witness the Court Clerk And the Court Seal January 9, 2012

Clerk

NO WEAPONS ARE ALLOWED IN THE JUSTICE CENTER, INCLUDING POCKET KNIVES OR MACE.

ATTENTION PROSPECTIVE JUROR:

You have been called for prospective jury duty, the following information may be helpful:

- CONFIRMATION OF JURY TRIAL: Please call the court administrator's office at 747-7734 between the hours of 8:30 a.m. to Noon and 1:00 p.m. to 4:00 p.m. THE DAY BEFORE you are to appear to confirm the jury trial date. If you are to appear on Monday morning, please call the Friday before.
- COURT HOURS: Court is normally in session from 8:30 a.m. to Noon and from 1:00 p.m. to 4:00 p.m. Occasionally, you may be summoned for a different time.
- **LOCATION:** The Delaware County Courts are located at the Delaware County Justice Center, 100 West Washington Street, Muncie, Indiana 47305. (The red brick building between City Hall and the County Building) Upon arrival, a security guard will direct you to the Court Bailiff where you **MUST** sign in. The Bailiff will then give you instructions of where to be seated.
- PARKING: Free parking is provided for jurors at 300 West Washington Street at the northwest corner of Franklin and Washington. A sign has been posted for juror parking only. Do not park in the private lot just north and adjacent to the jury parking lot. If the jury parking lot is full you may park at the Muncie Field House on North Walnut Street. A sign is also posted in that parking lot.
- **JUROR FEES:** As per statute, prospective jurors will receive \$15.00 per day, plus a state rate of mileage per round trip from your residence to the Justice Center. Those chosen for jury duty will receive \$40.00 per day, plus mileage as stated above. Please calculate your mileage (**ROUND TRIP**) as you travel so that you may document the same when you arrive.
- MEALS: Recesses will be given for lunch and rest periods during the trial. Meals are provided during deliberation only.
- **TRIAL DURATION:** The average trial length is 1 to 3 days; however, there may be an exception whereby the trial will last longer. The judge will advise you of the estimated length at the beginning of the trial. Jurors are seldom detained overnight.
- **MEDICAL PROBLEMS**: If a medical problem has arisen that did not exist at the time you completed your questionnaire, a medical slip from your physician will be necessary to excuse you. Your physician may fax the same to (765) 281-9462.
- OUT OF TOWN: If you are going to be out of town on business, vacation, or for any other purpose on the date you have been summoned, please contact the court administrator. You will be required to supply a reservation confirmation or agenda to the appropriate court.
- STUDENT: If you are a college student with final exams on the date you have been summoned, you will need to contact the court administrator's office and you will be transferred to the proper court.
- ATTIRE: Casual or business-type clothing. No shorts, tank tops, or any clothing with inappropriate language. Hats are
 <u>not</u> to be worn in the Courtroom.
- SPECIAL NEEDS: If you have special needs or would need assistance, please advise the Court Administrator's Office
 at your earliest convenience.

ANY OTHER QUESTIONS CONCERNING JURY SERVICE SHOULD BE DIRECTED TO: Court Administrator (765) 747-7734

------Cut Here------

DATE

Delaware County Juror Parking Permit

Vehicles without this permit will be towed away at owner's expense.

Please place on dash toward the windshield.